



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. Name of Position: Athletic Coordinator
II. Organization Unit: Administrative Office
III. General Summary: The Athletic Coordinator is in charge of marketing, soliciting, training, and coordinating schedules of field attendants, scorekeepers and all sports officials for all leagues.
IV. Qualifications: High School Diploma; supervisory experience desired; 2 to 4-year college degree in Sports Management or 4-6 years of experience of officiating multiple youth, high school, or collegiate sports.
V. Position Wage: This is a full-time position. The wage will be negotiated at the time of hire.
VI. Employee Classification: Non-Exempt
VII. Essential Job Functions: 1. Train, coordinate, and solicit sports officials and field attendants for all league officiated programs... 17. Complete any other duties as assigned by the Director of WCPRD
VIII. Special Work Conditions: Nights and weekends required; need to be able to balance deadlines; ability to multi-task.
IX. Verification of Understanding Position: By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

WCPRD Employee Signature

Date

Witness Signature

Date

Director WCPRD Signature

Date